

## RECORDS RETENTION SCHEDULE

Genrat 26919

Copies ret. 7/6 letter mailed 7/19  
STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51805		(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Registration Services Branch		(5) ADDRESS 2415 1st Ave. MS E254 Sacramento, CA 95818		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER <del>109</del> DMV-ROD-003	(10) SCHEDULE DATE 6/14/07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 17
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 109-DMV-ROD (1R)	(14) APPROVAL NUMBER 02-261	(15) APPROVAL DATE (S) 07/23/2002	(16) PAGE NUMBER(S) REVISED – 1 1-3
(17) MISSION/FUNCTIONAL STATEMENT: The Registration Services Branch is responsible for overseeing the operational aspects of the Vehicle Registration program, collecting revenue and fees on behalf of state and local governments, protecting identities through the registering and titling of vehicles, vessels and trailers and ensuring that its customers receive first class customer service.				
<b>PART I – AGENCY STATEMENTS</b>				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Shawn Campbell</i>		(19) TITLE Branch Chief		(20) PHONE NUMBER 657-5532
(21) DATE SIGNED 6-8-07				
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT ANALYST <i>Jim Merchad</i>	(23) CLASSIFICATION Records Management Coordinator	(24) NAME (Printed or Typed) Jim Merchad	(25) PHONE NUMBER 916 657-7448 5623	(26) DATE SIGNED 6/14/07
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>				
(27) SIGNATURE – CalRIM CONSULTANT <i>John E. Love</i>		(28) APPROVAL NUMBER 07-156	(29) DATE SIGNED 6/21/2007	(30) EXPIRATION DATE 6/21/2012
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>				
THE ATTACHED RECORDS RETENTION SCHEDULE:			 <b>FOR ARCHIVES' STAMP</b> <b>CALIFORNIA</b> <b>STATE ARCHIVES</b>	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>			(34) DATE SIGNED June 28, 2007	

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Unit Program Management</u>								
1	14		Correspondence ( <i>Responses to customer inquiries addressed to and transmitted by parties as noted in Items 1A-1D</i> )	P		Active+1			2	XI	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721, IPA 1798.1, and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
1A	Included in Item 1		Controlled Correspondence – Governor and Members of the Legislature	P		“			“	“	“
1B	“		Director's Mail	P		“			“	“	“
1C	“		General Correspondence - Deputy Director	P		“			“	“	“
1D	“		Correspondence - Intradepartmental Entities	P		“			“	“	“
2		NOTIFY ARCHIVES	Legislative Reports and Bill Analysis								Deleted - working copies only.
3			Production Reports								Deleted - working copies only.
4			Commercial Vehicle Registration Act								Deleted - working copies only.
5			Specially Constructed Passenger Vehicle and Pick-Up Trucks								Deleted - working copies only.
6			Projects, Miscellaneous ( <i>Including but not limited to Smog Impact Fee, Woosley Class Action Lawsuit</i> )								Deleted - working copies only.
			<u>Administrative Management</u>								
7			Budget Expenditures and Related Reports ( <i>Budget revisions, transfer of budget allotments, expenditure reports, financial activity reports</i> )								Deleted - working copies only.
8	3		Office Administrative Files ( <i>Records accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists</i> )	P		Current			Current		Current until revised or superceded. Recycle.
9	*		Personnel and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires or until unit disbands per IPA 1798.1 and PRA GC 6250 et seq.; thereafter, files forwarded to Administrative Services Division or confidentially destroyed.
10			Procurement and Supply Documents ( <i>Standard forms for leases, standard agreements, space action requests, purchase estimates or orders</i> )								Deleted - working copies only.
			<u>Records Management</u>								
11			Records Retention Schedules and Approvals, STD. 73/75								Deleted - working copies only.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
12			Records Inventory Worksheets, STD. 70								Deleted - working copies only.
			<b><u>Departmental Program Management</u></b>								
13	*		Vehicle Registration Documents (Original source documents pertaining to the sale, registration and titling of vehicles, vessels, special equipment and placards established in the California Vehicle Code)	P		*			*	XI	Original source documents from various intradepartmental units received, indexed and filmed by the Communication Programs Division's Micrographics Unit. Confidentially destroyed after completion of quality control inspection to insure that an acceptable image of each document is recorded on the Silver Halide roll film (16mm) as described in Item 13A. Protected per USC Title 18/Pt. I/Ch. 123/§2721; IPA 1798.1; PRA GC 6250 et seq.; and CVC 1800 et seq. Not affected by pending litigation. (See below)
13A	*		"	S				10 Yrs	10 Yrs	XI	Silver Halide roll film, stored in the State Vault, is used primarily as the official archive film and as duplicating media for producing Diazo roll film (working copies) as described in Item 13B. Protected per USC Title 18/Pt. I/Ch. 123/§2721; IPA 1798.1; PRA GC 6250 et seq.; and CVC 1800 et seq. Confidential destruction.
13B	*		"	D			10 Yrs		10 Yrs	XI	Diazo roll film (working copies) are retained in the Communication Programs Division's Micro Retrieval Unit and reproduced from the Silver Halide (Item 13A) on an as required basis. Protected per USC Title 18/Pt. I/Ch. 123/§2721; IPA 1798.1; PRA GC 6250 et seq.; and CVC 1800 et seq. Confidential destruction.
NOTE: Both Items 13A and 13B retained simultaneously and normally destroyed after 10 years unless needed as evidence in pending litigation. (See below)											
PENDING LITIGATION: DMV legal opinion memo, file no. DMV 79-3-6, dated March 26, 1979 (Woosley vs. DMV et al), states that records...(affected by this lawsuit)...will be retained indefinitely, or until case is resolved, or unless it is determined that the records have no further administrative, legal, or fiscal value...(per SAM)...When the required retention period has lapsed, records will be reviewed on a year-to-year basis according to the criteria outlined above.											
Total:	17 C.F.										

\* Provide total of office and departmental